



Municipal Green Energy Program Checklist

Delaware Energy Office – 1203 College Park Drive, Suite 101- Dover, Delaware 19904

Phone: 302-735-3480 - Fax: 302-739-1840 – Web: www.energy.dnrec.delaware.gov

Getting Started:

1. **Contact DEMEC regarding grant payment timelines and program funding prior to installation. The contact is Frank Taurozzi: 302-653-2733.**
2. Please review the [program regulations](#) prior to submitting an application. Grant percentages and limits are detailed in the program regulations.
3. Please use the Municipal Green Energy Program Checklist as a quick reference guide to the program regulations.
4. Contact a Participating Contractor: [Photovoltaic Contractors](#), [Geothermal Contractors](#), [Solar Water Heating Contractors](#), [Wind turbine Contractors](#).
5. Municipal participants and contractors applying for photovoltaic, geothermal heat pumps, solar water heating, and wind grants must provide project information to the Delaware Energy Office prior to installing their system.
6. Applying for a grant after installation of renewable energy equipment may result in exclusion of your project from grant funding. For faster grant processing, please submit grant application materials to DNREC.GreenEnergyProgram@state.de.us.
7. **Submit Initial documentation:**
 - ☐ Completed Grant Application (two pages)
 - ☐ Copy of a detailed Project Estimate, Purchase Order or Letter of Intent
 - ☐ Copy of recent electric bill for the installation address
 - ☐ System Schematic
 - ☐ Manual J calculation or equivalent - **(Geothermal Applicants Only)**
 - ☐ Plot Diagram
 - ☐ Copy of Approved Building Permit **(Required if in Municipal Limits)**
 - ☐ Approved Interconnection Agreement - **(PV and Wind Applicants Only)**

COMPLETION INSTRUCTIONS:

1. Wait for your notification letter.
2. Install your system as described in the Grant Application. Please notify the Energy Office in writing of changes to your original request, failure to do so may cause a delay in the processing or forfeiture of your grant. All systems must conform to all program requirements.
3. **Submit Final Documentation:**
 - ☐ Signed Grant Confirmation and Claim Form
 - ☐ Copy of Final Building Inspection and Approval Documents
 - ☐ Copy of Final Interconnection Approval **(PV and Wind Applicants Only)**
 - ☐ Copy of Geothermal Well Permit(s) - **(Geothermal Applicants Only)**
 - ☐ Copy of Final Sales Invoice(s) – **(Warranty must be on the final invoice)**
 - ☐ Copy of Warranty Agreement **(5 year minimum, parts and labor on final invoice)**
 - ☐ Copy of Front Cover of Owner's Manual

ENERGY OFFICE FINAL REVIEW

1. **Upon final documentation receipt, the Energy Office will evaluate your project for payment.**
2. **The Energy Office may wish to inspect your system prior to approving the grant payment.**

Green Energy Program Document Descriptions

- ❑ **Completed Grant Application**
 - Every line on the application must be complete and legible.
 - Each technology has its own application. Please make sure to select the proper application.
 - Each utility in Delaware has its own application. Please make sure to select the proper application.
 - Application Materials can be found at www.energy.dnrec.delaware.gov
- ❑ **Project Estimate: - The Project Estimate must be legible and show the following:**
 - Estimate total Cost,
 - Itemized list of major system components and costs,
 - Labor Cost,
 - Permits and Fees Cost,
 - System Size **(KW for PV and Wind, Square-feet and Gallons Solar Water Heating, Tons for Geothermal)**
- ❑ **Recent Electric Utility Bill**
 - The Electric Bill must be from the last three months at the installation address in service in Delaware.
 - New construction must show documentation from the utility that the installation location will be part of their service territory. This can be accomplished by submitting a letter from the utility stating the installation address is part of that utility's electric grid or supplying documentation with control numbers for the property.
- ❑ **System Schematic**
 - Photovoltaic (PV) and Wind Turbine Grants require wiring diagrams, Solar Water Heating (SWH) System Grants require plumbing diagrams.
 - Diagram must be site specific.
- ❑ **Manual J Calculation (*Geothermal Installations Only*)**
 - A Manual J Calculation is required to establish that the geothermal system is sized correctly for the structure.
 - Manual J Calculations are required for all installations including replacements.
- ❑ **Plot Diagram**
 - PV, SWH and Wind diagrams must show how the equipment will appear onsite in relation to other structures.
 - PV and SWH diagrams must show orientation, slope, and the location of any possible shade structures.
 - Geothermal Grants diagrams must show well / loop locations and lines going in the structure.
- ❑ **Building Permit**
 - If an approved building permit is required from the county or the municipality, then it is required by Delaware Energy Office. **Municipal Applicants must note on the applications if the address is outside of town limits.**
 - City of Milford does not require a building permit for renewable energy systems installed under this program.
- ❑ **Interconnection Agreement Page 1 (*For PV and Wind Systems Only*)**
 - Utility must review and return an approved page 1.
 - Delmarva Power approves interconnections by email. Delaware COOP and Municipal Interconnection Page 1 applications must be provided with a preliminary approving signature.

Green Energy Program Document Descriptions

- ☐ **Participating Contractor Application**
 - If your contractor is not currently a participating contractor. They must submit a completed application.
 - The contractor must also submit additional documents:
 - Copy of a valid Delaware Business License.
 - An Insurance Certificate showing at least 1 Million Dollars of General Liability Coverage.
 - All Education Certificates showing training in the work they are to perform.
- ☐ **Grant Confirmation and Form**
 - Both the owner and the contractor must sign the grant confirmation form.
- ☐ **Final Building Inspection**
 - If a final inspection is required from the county or the municipality, then provide this documentation to the Delaware Energy Office.
- ☐ **Interconnection Agreement Page 2 (*For PV and Wind Systems Only*)**
 - All utilities provide Interconnection Page 2 with a final approving signature. Provide a copy of this page.
- ☐ **Geothermal Well Permits (*For Geothermal Systems Only*)**
 - All applications must supply well permits including replacement systems.
 - Open Loop System Applicants must provide both the supply and recharge well permits.
 - All domestic wells converted for geothermal use must be reclassified the DNREC. Please provide the reclassification with your grant documents.
 - For a copy of well permits, please call DNREC Wells Dept. at (302) 739-9944.
- ☐ **Final Sales Invoice: The Final Sales invoice must be legible and show the following:**
 - Actual price paid,
 - Itemized list of major system components and costs,
 - Labor Cost,
 - Permits and Fees Cost,
 - System Size (*KW for PV and Wind, Square-feet and Gallons Solar Water Heating, Tons for Geothermal*)
 - Method of Payment,
 - Show Paid in Full,
 - 5 Year Parts and Labor Warranty,
- ☐ **Warranty Agreement**
 - A legible 5 Year Parts and Labor Warranty must be provided.
- ☐ **Owners Manual**
 - A legible front cover copy of the system owner's manual must be provided.
 - Owner's manuals must include the following: Name and address of the seller, System model name or number, Identification and explanation of system components, Description of system operation, Description of system maintenance, Description of emergency procedures, Vacation procedures, and System Warranty.
- ☐ **W – 9 Form**
 - Required only for Delmarva Power and Delaware Electric Cooperative Customers.
 - Please complete the online W-9 Form for Delmarva Power Customers <http://accounting.delaware.gov/w9.shtml> or the attached form for Delaware Electric Cooperative Customers.